

## **ALL HALLOWS HOSPITAL JOB DESCRIPTION**

**Post of:** Registered Nurse (1) / (2)  
**Responsible to:** Matron  
**Reporting to:** Sisters  
**Accountable for:** Nursing assistants and volunteers within the nursing team

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### **Objective:**

To participate as a member of the nursing team, demonstrating some organisational and teaching skills and having good patient care knowledge as in the nursing and palliative philosophy of care.

The work involves helping people recover from their illnesses, or come to terms with it, in order to maximise their life potential.

### **Main Responsibilities:**

1. To assist the Matron in the management of the care team, promoting innovation and delivering high standards at all time.
2. To have the competencies to assess, plan, implement and evaluate individual holistic patient care and maintain clinical skills that are evidenced based.
- 3(a) To assess and identify the needs of individual patients to have the ability to implement comprehensive individualised programmes of care and by ensuring nursing practice is evidence based in the patients individual care plans and continue to review/update as relevant and complete, and by assessing and talking to patients about their problems and discussing the best way to plan and deliver their care.
- (b) To produce risk assessments for individual patients.
4. Be responsible for supervising, monitoring and delivering nursing care within a therapeutic framework which meets the needs of patients and carers.
- 5.(a) Needs to maintain the standards of documentation and record keeping in accordance with the Nursing & Midwifery Council, hospital policy, and procedures, ensuring the principles of good practice are applied.
- (b) To ensure the correct administration of medication and monitoring the results of treatment.
6. Ability to use Information Technology for the patient dependency system.
7. To promote a caring environment conducive to the physical, emotional, social, psychological and spiritual needs of all patients.
8. Has a willingness to be flexible to the changing needs of the services, supporting the Matron in an environment of innovation and change.

9. To ensure the administration and record keeping of drugs and therapeutic substances are given in accordance with the legal and Nursing & Midwifery Council requirements.
10. To undertake any other duties as may be requested by the Matron.
11. To ensure that confidentiality of patients and patient's records is maintained at all times within the recommendations of Information Governance.
12. Undertake the role of named nurse responsibilities.
13. Building relationships with patients to encourage trust, while listening to and interpreting their needs and concerns.
14. Organising social events aimed at developing patients' social skills.

### **Training and Standards:**

1. Competent to identify and report unsafe practice and areas of concern, understanding the appropriate procedures.
2. To participate in agreed training plan and will maintain up to date clinical and professional knowledge and adhere to the standards laid down by the NMC.
3. To ensure that all nursing staff are aware of and have up-to-date information on the Policies and Procedures of All Hallows Hospital.
4. Participate in regular staff meetings.
5. Take part in staff training for use of equipment introduced to clinical areas.
6. To take part in clinical supervision and demonstrate evidence of reflective practice through clinical audit and standard setting.
7. Liaise with multidisciplinary team and community to provide cohesion of care within the in-patient setting on discharge, according to the policies and procedures set.
8. Provide, supervision, support and appraise staff annually within his/her responsibility and assist with (mentor) in the induction of new staff as required.
9. To actually participate in the continuing development of the hospital philosophy, annual business plan and five year strategy plan.
10. To participate in clinical governance to help the hospital continuously monitor and improve standards of care by focusing on activities for improving quality, identifying and managing risks and continuing professional development by – be open to new ideas, support standards, take part in internal and external audit programmes including KPIs, voice your concerns and make suggestions for improvement.

### **Communication:**

1. To actively listen and communicate appropriately in different situations, acknowledging when intervention from more senior staff is appropriate.
2. Deal sensitively with patients, relatives, carers and staff concerns, using appropriate intervention and knowing when more senior staff intervention is necessary.

3. Develop close links with outside agencies to ensure effective communication takes place by liaising with multi-disciplinary team approach by the wider professional team and ensuring dignity and responsibility is promoted at all times.

**Health & Safety:**

1. Knows when and how to report to Sisters, Matron or Estates Manager.
2. Able to assist in risk assessment and COSHH as necessary in accordance with hospital policy and procedure.
3. To ensure the appropriate use of equipment and facilities and that the environment is maintained in good order, including infection control policy and procedure.
4. To understand and observe the hospital's Health & Safety policies, including the Health & Safety at Work Act.

**Principal Responsibilities:**

1. To maintain a clean and tidy appearance and good personal conduct at all times.
2. To be aware of and adhere to Legislative/Staff Handbooks and NMC Code of Conduct and other guidelines .
3. To attend Fire, Health & Safety and other Mandatory training lectures as required.
4. To observe and adhere to current policies and procedures including Fire, Health & Safety at all times.
5. To follow adult protection procedure and identify those adults who maybe at risk.
6. Be aware of the Mental Capacity Act 2005.

This job description is not exhaustive and should be related to a contract of employment.

The post holder will be subject to a system of annual performance review and career development.

This job description is flexible and serves to provide guidelines to the duties expected of the post and will be reviewed and amended in the light of changing needs.

**Signed**.....

**Print Name**.....

**Date**.....

**Revised August 2009**